

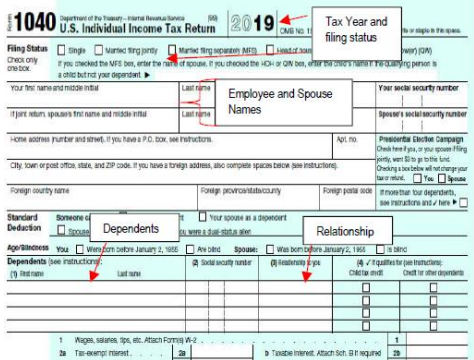
CITY OF ST. LOUIS DEPENDENT VERIFICATION REQUIREMENTS FOR CITY INSURANCE PLANS

When submitting supporting documentation:

- ✓ Mark out all confidential information such as financial data and social security numbers.
- ✓ Send only copies. Documentation submitted will not be returned.
- ✓ If a document is two-sided or multiple pages, ensure you copy both sides and all pages of the document.
- ✓ If a document is not in English, you may be requested to supply an official English translation of the document and a copy of the original document.

Eligibility Requirements	Acceptable Supporting Documentation
<p>SPOUSE</p> <p>Your spouse as recognized under the laws of the state where you live.</p>	<p>SUBMIT TWO DOCUMENTS - Submit one document from PROOF A <u>AND</u> one document from PROOF B:</p> <p>PROOF A: (to show event occurred)</p> <ul style="list-style-type: none"> Valid legal or religious marriage certificate, which must include: <ul style="list-style-type: none"> Name of the employee and spouse Date of marriage Certifier's signature/official seal Presently valid state-issued certificate, declaration or registration of common law or informal marriage (in applicable states) which must include: <ul style="list-style-type: none"> Name of the employee and spouse Date of informal marriage Certifier's signature/official seal Legal household/family registry, must show spousal relationship (This is only acceptable if you were married outside the U.S. and do not have a marriage certificate.) <p>AND PROOF B: (to show current relationship status)</p> <ul style="list-style-type: none"> Your Federal 1040 or State income tax return, which must: <ul style="list-style-type: none"> Be from current or previous tax year Contain name of employee and spouse Indicate married filing jointly or married filing separately Utility bill, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and spouse as joint owners Contain name of utility company Document from a bank account or financial institution, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and spouse as joint owners of the account Contain name of financial institution Insurance document such as homeowner, renter or automobile, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Show employee and spouse as joint account owners (Individuals listed as "drivers" on automobile insurance documents do not prove joint account ownership) Contain name of insurance company Mortgage document or current lease, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and spouse as joint owners or joint renters Contain name of mortgage company, landlord or rental company Valid vehicle registration, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and spouse as joint owners Contain name of state or county in which issued

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<p><u>DOMESTIC PARTNER</u></p> <p>Your domestic partner who is defined as an unrelated adult of the same or opposite sex with whom you are living in an intimate, long-term relationship with an exclusive commitment similar to marriage, in which the partners are jointly responsible for one another's welfare and share financial obligations. Additionally, both you and your domestic partner have signed the City of St. Louis Domestic Partner Affidavit declaring that:</p> <ul style="list-style-type: none"> You are each eighteen years of age or older and mentally capable. You are not related by blood in a manner that would bar marriage under the laws of the State of Missouri. You have a close and committed personal relationship, and are each other's sole domestic partner not married to or partnered with any other spouse or domestic partner. For at least 6 months immediately preceding the date of the Affidavit, you have shared the same regular and permanent residence in a committed relationship and intend to do so indefinitely. You are jointly financially responsible for basic living expenses defined as the cost of food, shelter, and other expenses of maintaining a household. 	<p>SUBMIT THREE DOCUMENTS - Submit one document from PROOF C <u>AND</u> two documents from PROOF D:</p> <p><u>PROOF C:</u></p> <ul style="list-style-type: none"> Copy of your previously signed City of St. Louis Affidavit of Domestic Partnership. <ul style="list-style-type: none"> Names of the employee and domestic partner Date of Notarization Signature of Notary <p><u>AND PROOF D:</u></p> <ul style="list-style-type: none"> Utility bill, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and domestic partner as joint owners Contain name of utility company Document from a bank account or financial institution, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and domestic partner as joint owners of the account Contain name of financial institution Copy of your life insurance policy, City or Police Division Basic Life, City or Police Division primary or will, listing your domestic partner as your primary beneficiary. Mortgage document or current lease, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and domestic partner as joint owners or joint renters Contain name of mortgage company, landlord or rental company Valid vehicle registration, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and domestic partner as joint owners Contain name of state or county in which issued Insurance document such as homeowner, renter or automobile, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Show employee and spouse as joint account owners (Individuals listed as "drivers" on automobile insurance documents do not prove joint account ownership) Contain name of insurance company Copy of the executed domestic partnership registration certificate from the City of St. Louis. Copy of presently valid domestic partner registration from any state, county, or city that allows for such registration.

Eligibility Requirements	Acceptable Supporting Documentation
<p>Child under age 26</p> <p>Your, your spouse's or your domestic partner's children until the end of the month that they reach age 26, including natural children, stepchildren, newborn, legally adopted children and children covered under a "Qualified Medical Child Support Order" as defined by ERISA or any applicable state law.</p> <p>Children for whom you, your spouse or your Domestic Partner is the legal guardian. Temporary custody is not sufficient to establish eligibility.</p> <p>Sample Federal 1040 Form</p>  <p>Please mark out SSN's and Financial Info</p>	<p>SUBMIT ONE DOCUMENT- Submit a copy of one document from PROOF E:</p> <p>PROOF E:</p> <ul style="list-style-type: none"> Your Federal 1040 or State income tax return, which must: <ul style="list-style-type: none"> Be from current or previous tax year Contain the name of employee or spouse or domestic partner* List your dependent with the relationship as daughter, son or child (Only the page listing filing status and exemptions is required-see sample. E-Files are not accepted) Child's legal or hospital birth certificate or affidavit of parentage, which must: <ul style="list-style-type: none"> Contain the name of employee or spouse or domestic partner * Contain the name of the child Indicate date of birth Legal household/family registry, must show relationship (This is only acceptable if the child was born outside the U.S. and you have no legal birth certificate.) Final divorce decree, parental custody agreement or Qualified Medical Child Support Order (QMCSO), which must: <ul style="list-style-type: none"> Contain the name of the employee or spouse or domestic partner* indicating parentage of the child Contain the name of the child Official signature or stamp indicating document has been filed Legal adoption, guardianship or legal custody papers, which must: <ul style="list-style-type: none"> Contain the name of the employee or spouse or domestic partner Contain the name of the child Official signature or stamp indicating document has been filed <p>*Also required to prove the relationship between you and your stepchild: If you are an employee providing documentation for a child of your Legal Spouse or Domestic Partner, the City must receive the required proofs listed for Spouse (Proof A and B) or Domestic Partner (Proof C and D), even if you do not currently cover your Spouse or Domestic Partner.</p>
Eligibility Requirements	Acceptable Supporting Documentation
<p>Child age 26 and over</p> <p>Any dependent disabled child, over the age of 26 who otherwise meets the criteria for "child" and is:</p> <ul style="list-style-type: none"> permanently disabled and not able to earn his or her own living because of a physical or mental disability which started prior to the date he or she reaches the maximum age for dependent children under the Plan. 	<p>SUBMIT TWO DOCUMENTS -Submit a copy of one document from PROOF F AND a copy of one document from PROOF G:</p> <p>PROOF F:</p> <ul style="list-style-type: none"> Any one of the documents listed for Child under age 26. <p>AND PROOF G:</p> <ul style="list-style-type: none"> Physician statement certifying that the dependent child: <ul style="list-style-type: none"> Cannot support them self because of a physical or mental disability. All information must be included on physician's letterhead or form. <p>*Also required to prove the relationship between you and your stepchild: If you are an employee providing documentation for a child of your Legal Spouse or Domestic Partner, the City must receive the required proofs listed for Spouse (Proof A and B) or Domestic Partner (Proof C and D), even if you do not currently cover your Spouse or Domestic Partner.</p>